

OIL & GAS DEVELOPMENT COMPANY LIMITED



PROC-SERVICES/CB/WS-5253/2021

**HIRING OF VEHICLES FOR CEMENTATION & STIMULATION
BASES AT KOTSARANG & TANDOALAM**

SCOPE OF WORK AND TERMS OF REFERENCE FOR
HIRING OF VEHICLES

SCOPE OF WORK:

Cementation Bases, at Kotsarang and Tandoalam are providing services at various fields located throughout Pakistan. OGDCL is in the need of different kind of vehicles on rental basis to meet its logistics requirements. In this regard tender is being floated for hiring of good condition vehicles to meet the requirements of Cementation Bases, at Kotsarang and Tandoalam, on rate running contract basis. Contractor have to provide required numbers and types of vehicles which will be deployed as per requirement for field locations of OGDCL. Vehicles hired at Cmt./Stim. Base, Kotsarang (at sr. no. 1 & 4) will be utilized throughout North region in Punjab & KPK Provinces whereas Vehicles hired at Cmt./Stim. Base, Tandoalam (sr. no. 2) will be utilized throughout South region in Sindh & Baluchistan Provinces. Vehicle hired at Cmt./Stim. Base, Kotsarang (at sr. no. 3) will be utilized throughout Pakistan for Stimulation activities.

The company/contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least 01 year experience of providing rental vehicles of all categories to Government or public sector or private organizations.

Types and estimated number of vehicles required on rate running contract bases are as under.

S. No.	Vehicles Type	Estimated Number of Vehicles Required
1	DOUBLE CABIN PICKUP REVO AC (4X4) (OR EQUIVALENT) FOR CMT./STIM. BASE, KOTSARANG	3
2	DOUBLE CABIN PICKUP REVO AC (4X4) (OR EQUIVALENT) FOR CMT./STIM. BASE, TANDOALAM	4
3	DOUBLE CABIN PICKUP REVO AC (4X4) (OR EQUIVALENT) FOR CMT./STIM. BASE, KOTSARANG FOR STIMULATION SECTION.	1
4	LIGHT WEIGHT TRUCK MIN. 4000CC ENGINE CAPACITY AND MIN. 08 TONS LOADING CAPACITY AT CMT./STIM. BASE, KOTSARANG	1

TERMS OF REFERENCE FOR HIRING OF VEHICLES

1. Mandatory Requirement:

- 1.1 The bidder should be a registered transport company inside Pakistan. Provide documents for registration.
- 1.2 The company shall have minimum registration period of 01 Years.
- 1.3 All bidders must give “Clean acceptance” of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
- 1.4 Confirm that none of the Directors of bidder is blacklisted. Affidavit on non-judicial stamp paper is required.
- 1.5 The bidder should be income tax registered company. Provide NTN certificate and last year tax returns.
- 1.6 The bidder must be registered with Provincial Tax Authorities.

2. General Terms and Conditions:

- 2.1 The Bidder shall be active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicles as per requirement of OGDCL.
- 2.2 Contractor/Company must have established office/s. Details to be provided with the technical bid.
- 2.3 The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
- 2.4 Year of manufacturing of vehicles to be supplied by the contractor/company must be 2020 or newer. Vehicles should be fit for off-road operations. Vehicle fitness certificate to be submitted annually.
- 2.5 All vehicles will be provided with drivers by the contractor/company. The driver must be literate with sound mental and physical health and must have valid CNIC, valid driving license and security clearance from the respective police station. Driver age must be less than 50 years. Driver should be medically fit. Medical report of driver to be submitted annually.
- 2.6 Contractor/company shall immediately replace the vehicles with same model and condition in case of any break down on first simple and written notice without any arguments or litigation. Deduction will be made for the absence period.
- 2.7 The vehicle with driver will have to perform duty round the clock including holidays/gazetted holidays.
- 2.8 Vehicles may be deployed throughout the mentioned regions for temporary assignments under administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
- 2.9 The contractor/company shall ensure that the documents of vehicles (registration, road permit, tax and insurance documents / fitness certificate etc) are complete in

accordance with applicable Government Laws. All cost related to the aforesaid shall be the responsibility of the contractor.

- 2.10 OGDCL shall not be responsible for any sort of mishap, accident, injury, death, force majeure or any unforeseen, theft, kidnapping, destruction/loss and damage to the vehicles or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
- 2.11 Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
- 2.12 HSD for the vehicles will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, by the company, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor. Location incharge will decide the monthly fuel average keeping in view the load, terrain, traffic conditions etc. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
- 2.13 OGDCL will provide free accommodation to driver. Messing facility will be provided on payment basis to the driver.
- 2.14 The rates quoted by the contractor/company shall be on monthly rental basis for vehicles inclusive of salary of driver, lube oil and all applicable taxes/ levies charges except ICT/PST as per draft contract clause-5. Rates quoted for this tender enquiry should be inclusive of sales tax.
- 2.15 While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
- 2.16 The Contract may be terminated in the light of termination clause section-18, if the services are no more required or the contractor/company fails to abide or violates the same or do not follow the instruction of location in-charge or take no remedial/corrective measures after receiving written notice from the location in-charge. Similarly, the contractor/company shall give a notice of 30 days prior to withdraw the vehicle.
- 2.17 Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
 - a. First aid kit.
 - b. Serviceable spare wheel.
 - c. Seat belt on all seats for all occupants in front & back.
 - d. Tool kit including jack and wheel nut spanner (Lug wrench).
 - e. Fire extinguisher.
- 2.18 Contract period for hiring of vehicles will be 36 Months from the date of agreement. Any extension in the contract will subject to mutual consent of both the parties.
- 2.19 The company can provide its own/third party vehicles to meet the requirement of

OGDCL. However, the contractor has the sole responsibility of the third party hired vehicle. In case of third party vehicles, copy of the JV partnership agreement has to be provided with the technical bid.

- 2.20 Contractor will install tracker on every vehicle, provided on rent to OGDCL, free of cost.
- 2.21 The company has to provide its own or third party hired vehicle within 60 days of issuance of LOI.
- 2.22 Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made on monthly basis against verified invoices. No cash payment is allowed.
- 2.23 The number of vehicles are tentative; the number of vehicle may increase or decrease as per actual requirement. If requirement increases the Contractor/Company have to provide the additional vehicles at same rates/ terms and conditions.
- 2.24 OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s) as per master tender documents (services) clause 26 of ITB.

TECHNICAL EVALUATION CRITERIA

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Required Documents		25	
	i.	Registration Certificate of Incorporation		5
	ii.	NTN Certificate		5
	iii.	Professional Tax Certificate		5
	iv.	Company Profile with Offices detail in Pakistan		5
	v.	Company Owned Vehicles (Provision of Registration Books)		5
2	Commitment to provide vehicles		30	
	i.	Commitment to provide all vehicle within 20 days of issuance of LOI		30
	ii.	Commitment to provide all vehicle within 30 days of issuance of LOI		25
	iii.	Commitment to provide all vehicle within 45 days of issuance of LOI		20
3	Financial Status		25	
	i.	Tax Returns of Last Year		5
	ii.	Bank Statement of Last Year		5
	iii.	Bank Statement worth > Rs. 2.5 million		5
	iv.	Satisfactory Bank Account Certificate		5
	v.	Last year sales tax paid form		5
4	Experience		20	
	i.	01+ Year Experience with Govt./Semi Govt./Autonomous bodies/Oil industry companies		20
	ii.	01 Year Experience with Govt./Semi Govt./Autonomous bodies Oil industry companies		15
TOTAL MARKS			100	

Minimum Qualifying Criterion:-

Minimum 65% marks are required for technical qualification.

FINANCIAL BID FORMAT:

1. Financial TOR:

- 1.1 Bidder must strictly follow and quote prices as per financial bid format. No clause with “if & but” having financial impacts will be entertained and in such case bid will be treated as non-responsive. Just incorporate all prices in main financial bid format to facilitate peer to peer comparison.
- 1.2 Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.
- 1.3 Contract will be awarded to lowest bidder.

FORMAT FOR RATES AND FINANCIAL EVALUATION CRITERIA

Sr. No.	Vehicles Type	Monthly Rent/Vehicle Rs.	Number of Vehicles Required	Total Monthly Rent Rs.	Total Annual Rent Rs.	Total Rent for 03 years
1	Double Cabin Pickup Revo AC (4X4) (or equivalent) for Cmt./Stim. Base, Kotsarang		3			
2	Double Cabin Pickup Revo AC (4X4) (or equivalent) for Cmt./Stim. Base, Tandoalam		4			
3	Double Cabin Pickup Revo AC (4X4) (or equivalent) at Cmt./Stim. Base, Kotsarang For Stimulation section.		1			
4	Light weight Truck min. 4000cc engine capacity and min. 08 tons loading capacity at Cmt./Stim. Base, Kotsarang		1			

Note: Financial evaluation shall be carried out on each line item wise basis.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘single stage Two envelop’

AMOUNT OF BID BOND:

Bid Bond /Bid Security of following amounting to be provided with the technical bid. Please see Master Set of Tender Document for further details.

Sr	Description	Bid bond Value (PKR)
1	DOUBLE CABIN PICKUP REVO AC (4X4) (OR EQUIVALENT) FOR CMT./STIM. BASE, KOTSARANG	PKR 345,600.00
2	DOUBLE CABIN PICKUP REVO AC (4X4) (OR EQUIVALENT) FOR CMT./STIM. BASE, TANDOALAM	PKR 460,800.00
	DOUBLE CABIN PICKUP REVO AC (4X4) (OR EQUIVALENT) FOR CMT./STIM. BASE, KOTSARANG FOR STIMULATION SECTION.	PKR 129,600.00
	LIGHT WEIGHT TRUCK MIN. 4000CC ENGINE CAPACITY AND MIN. 08 TONS LOADING CAPACITY AT CMT. /STIM. BASE, KOTSARANG	PKR 61,200.00
TOTAL		PKR 997,200.00

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL’s website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read **TOR, "CLARIFICATION - ONLINE TRANSFER OF FUNDS TO OGDCL" & Master Set** to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.